

## EDITED KSAPC LISTING

### CLASSIFICATION: YOUTH AUTHORITY ADMINISTRATOR, REHABILITATION SERVICES

**NOTE:** Each position within this classification may perform some or all of these KSAPCs.

<b>KSAPC Statements</b>	
<b>Knowledge of:</b>	
K1.	Comprehensive knowledge of the principles, practices and trends of public and business administration including management of supportive staff services (e.g., budgets, personnel, management analysis, planning, program evaluation, etc.) in order to conduct the day-to-day activities.
K2.	Comprehensive knowledge of the principles and practices of employee supervision and development in order to effectively direct and manage a workforce.
K3.	Comprehensive knowledge of program management in order to be able to effectively run a program on a day-to-day basis and plan for the future.
K4.	Basic knowledge of the formal and informal aspects of the legislative process (i.e., bill analysis, legislative proposal, legislative reports, budget processes, etc.) in order to analyze a bill and its impact on the department.
K5.	Comprehensive knowledge of the Department's purpose, mission, and goals in order to ensure that the progress and completion of work assignments/tasks conform to the overall objectives of the unit/division.
K6.	Comprehensive knowledge of governmental functions and organization at the State and local level as they affect the Department in order to manage the daily operations and to maintain and foster a good working relationship.
K7.	Comprehensive knowledge of the supervisor's role in the personnel programs (e.g., FMLA, EEO, ADA, etc.) and the processes available in order to meet the Department's objectives as it relates to the management of staff.
K8.	Comprehensive knowledge of Evidenced Based Practices, attitudes, problems, behavior, techniques, methods, and trends in the treatment and training of youthful offenders in order to supervise and train staff in the treatment, training and housing of youthful offenders, etc.
K9.	Comprehensive knowledge of principles, practices, and problems involved in managing the business management and administrative support functions of a juvenile correctional facility in order to maintain a safe and secure facility within budgetary constraints, etc.
K10.	Comprehensive knowledge of principles, practices, and problems involved in managing the business management and administrative support functions of a Residential Treatment Facility in order to maintain a safe and secure facility within budgetary constraints, etc.
K11.	Advanced knowledge of principles and practices in the administration and governing of juvenile facilities for the treatment and training of youthful offenders in order to ensure compliance with Title 15, State and Federal laws, rules, regulations, Departmental policies and procedures, etc.

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<b>Knowledge of:</b>	
K12.	Advanced knowledge of principles and methods used in the custody, supervision, discipline, and security of youthful offenders in order to ensure the constitutional rights of youthful offenders while maintaining a safe and secure facility/Residential Community Program, etc.
K13.	Comprehensive knowledge of practices and techniques of recreation, academic, vocational instruction, and mental health programs as they relate to the training of youthful offenders in order to ensure a multi-disciplinary approach to a youthful offenders rehabilitation, etc.
K14.	Comprehensive knowledge of principles and techniques of personnel management, employer/employee relations, organization, administration, and supervision in order to ensure compliance with State laws, rules, and regulations, Departmental policies and procedures, Memorandum of Understanding (MOUs)/Implemented Terms, handle grievances, etc.
K15.	Comprehensive knowledge of the Public Safety Officers Procedural Bill of Rights Act in order to assist in the process of investigatory interviews, inquiries, and/or State Personnel Board appeals, etc.
K16.	Advanced knowledge of a manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, etc. in order to maintain a work environment that is safe and free of discrimination and harassment, etc.
K17.	Advanced knowledge of organization and functions of the Division of Juvenile Justice and the Board of Parole Hearings Juvenile Division in order to ensure the constitutional rights of youthful offenders and to meet the rehabilitative goals and mission of the Department, etc.
K18.	Advanced knowledge of the Departmental policies and institutional procedures, relative to the Ward Rights Program in order to ensure the rights of the youthful offenders and to comply with State and Federal laws, rules, regulations, Departmental policies and procedures, court orders, etc.
K19.	Advanced knowledge of the supervision principles and techniques in order to maintain a positive, cohesive, and productive work force, etc.
K20.	Basic knowledge of psycho-social dynamics of youthful offenders and their families in order to appropriately rehabilitate (e.g., proper placement, develop programs, treatment planning, etc.).
K21.	Comprehensive knowledge of training principles and techniques in order to appropriately train staff, etc.
K22.	<b>Basic knowledge of personal computers/word processing systems in order to produce various written documents, charts, statistical reports, etc.</b>

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<b>Knowledge of:</b>	
K23.	<b>Comprehensive knowledge of Ward Information Network (WIN) in order to monitor, reviewing, tracking youthful offender data.</b>
K24.	Comprehensive knowledge of personnel programs, laws, rules, and regulations (e.g., ADA, FMLA, EEO, EAP, FLSA, Family School Partnership Act, Sexual Harassment Prevention, grievances, etc.) in order to supervise staff and ensure compliance with State and Federal laws, rules, and regulations, Departmental policies and procedures.
K25.	Comprehensive knowledge of the principles of effective verbal and written communication, and group dynamics in order to prepare correspondence and reports, respond to grievances, accurately and effectively communicate job related information and conflict resolution, etc.
K26.	Comprehensive knowledge of the causes of delinquency in order to provide treatment, training, and after care programs for youthful offenders.

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<b>KSAPC Statements</b>	
<b>Ability to:</b>	
A1.	Develop and evaluate alternatives in order to recommend the most effective course of action.
A2.	Analyze data in order to draw logical conclusions, determine and implement effective and appropriate courses of action.
A3.	Consult and advise administrators or other interested parties in order to provide information and/or recommendations on issues impacting the department and/or youthful offender.
A4.	Establish and maintain confident and cooperative relationships with others in order to meet the Department's goals and objectives.
A5.	Utilize interdisciplinary teams in order to accomplish the Department's mission and goals.
A6.	Review/Edit/Evaluate written documents (e.g., records, statistical reports, memorandums, etc.) in order to retain historical data/past practice, managerial resources, ensure quality products/services are provided. etc.
A7.	Review/Edit/Evaluate Legislative documents (e.g., bill analyses, Legislative Proposals, Legislative Reports, etc.) in order to assess the impact to the Department, etc.
A8.	Manage the work activities of a complex program to meet operational goals of the unit/division.
A9.	Establish and maintain project priorities in order to complete projects and assignments on time and within budget.
A10.	Develop and effectively utilize all available resources in order to meet the day-to-day activities.
A11.	Display leadership and be flexible in order to make decisions, be creative, take initiative, meet the day-to-day activities, etc.
A12.	Implement the Department's personnel objectives (e.g., ADA, EEO, FMLA, FLSA, etc.) in order to create and maintain a fair and equitable work environment.
A13.	Reason logically and demonstrate sound judgment using a variety of analytical, supervisorial, and managerial techniques in order to resolve complex problems.
A14.	Demonstrate good work ethics in order to create a positive work environment.
A15.	Be flexible in order to accept changes in the Department's mission, work assignments, and/or environment.
A16.	Develop/Formulate treatment programs (e.g., treatment, training, custody, discipline, and welfare, etc.) for youthful offenders by applying Evidenced Based Practices, current principles, techniques, and trends in order to support and maintain the rehabilitative process.

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<b>Ability to:</b>	
A17.	Interpret and apply State and Federal laws, rules, regulations, Departmental policies, and procedures, court orders, bargaining unit agreements (MOUs/Implemented Terms), etc. in order to comply with laws, rules, regulations, respond to employee grievances, etc.
A18.	Review/Interpret youthful offender case histories in order to develop an individual treatment plan, etc.
A19.	Coordinate the custody and treatment programs in order to develop a normative culture conducive to rehabilitation, etc.
A20.	Work effectively with individuals from diverse racial, ethnic, and cultural backgrounds in order to develop a normative culture conducive to rehabilitation, sensitive to specific needs of each youthful offender, etc.
A21.	Plan, organize, and integrate the business management and administrative support functions within a State juvenile correctional facility in order to maintain a safe and secure facility within budgetary constraints, etc.
A22.	Present ideas and information to stakeholders in order to engage others through effective communication, etc.
A23.	Establish and maintain priorities in order to ensure effective use of time and resources and maximum productivity, etc.
A24.	Plan, organize, and direct the work of others in order to ensure quality assurance, effective use of time and resources and maximum productivity, etc.
A25.	Train subordinate staff in order to ensure effective delivery of treatment programs, rehabilitative services, improve staff knowledge, skills, and abilities, etc.
A26.	Supervise subordinate staff performance, providing guidance when necessary and if needed discipline, etc.
A27.	Gain the confidence and elicit the respect of internal/external stakeholders in order to maintain credibility and a positive and safe work environment, and establish and maintain cooperative working relations with others.
A28.	Negotiate effectively in order to effectively represent the Department's position on collective bargaining agreements, etc.
A29.	<b>Use personal computers/word processing systems/databases in order to create reports, various written documents, input and retrieve information, etc.</b>
A30.	Assess/analyze emergency situations and taking timely appropriate action in order to minimize risk to others and expedite response, etc.
A31.	Develop/Evaluate alternative products, procedures, policies, etc. in order to ensure effective operations of the Division.
A32.	Coordinate and/or direct interdisciplinary teams in the conduct of studies.

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<b>Ability to:</b>	
A33.	Communicate in order to provide information and direction, train staff, establish, promote and maintain confident and cooperative relationships with others, meet the department's vision, values, mission, goals and objectives, to promote collaborative participation, enhance morale and productivity, etc.
A34.	Develop and evaluate alternatives in order to recommend the most effective course of action.
A35.	Analyze data in order to draw logical conclusions, determine and implement effective and appropriate courses of action.
A36.	Apply creativity in the development of programs to effectively address complete situations and/or tasks within the Departmental policies and procedures.

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<b>KSAPC Statements</b>	
<b><i>Special Personal Characteristics:</i></b>	
SPC1.	Emotional maturity and stability in order to provide a positive example to staff and youthful offenders, effectively problem solve and communicate with others, etc.
SPC2.	High moral standards in order to increase credibility, etc.
SPC3.	Continuing satisfactory record as a law-abiding citizen in order to improve public perception and increase credibility, etc.
SPC4.	Demonstrate leadership ability in order to provide a positive example to staff and youthful offenders, effectively problem solve and communicate with others, carry out the mission and vision of the Department, etc.
SPC5.	Demonstrate tact in order to effectively communicate with others, etc.
SPC6.	Demonstrate patience in order to effectively engage with others and problem solve, improve productivity and decision making, etc.
SPC7.	Demonstrate reliability in order to effectively operate the juvenile facilities, carry out the mission and vision of the Department, etc.
SPC8.	Demonstrate respect for the dignity of individuals in order to create a positive work environment that values the rights of others, etc.
SPC9.	Demonstrate empathy for and an objective understanding of the problems of youthful offenders in custody and a concern for their treatment and training in order to carry out the mission and vision of the Department, create a treatment oriented environment, etc.
SPC 10.	Acceptance of the diverse racial, ethnic and cultural groups represented by the youthful offenders in custody in order to create a treatment oriented environment that recognizes the values of diversity of others, etc.
SPC 11.	Maintain and understand the need to protect confidential information and correspondence in order to create a positive work environment.